



CITY OF ATLANTA

Job Announcement

PARALEGAL

STARTING SALARY: \$36,326

Salary Grade: 17

Applications Accepted until vacancies are filled.

Minimum Job Requirements *

Persons applying must have a high school diploma (or GED); and two years of paralegal or related experience; must demonstrate strong writing skills, strong analytical skills, and strong communication skills, or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job. Paralegal certificate desirable; must possess skills in using MS Office, Word, Excel, Power Point and Access. Westlaw/Lexis legal research experience required.

Duties of the Job:

This position will involve extensive contact with the City Council, various City Departments and community members. Potential candidates must be highly motivated, independent and require limited supervision. This position will be primarily responsible for providing support to the Legislative Counsel Team, whose purpose is to provide legislative services. Paralegals will assist a team of (4) Attorneys to accomplish tasks in the areas of; bill drafting, research, statutory and code revision, counseling City Council members on legal issues related to policy making, legislative reference, staffing City Council committees, and preparing relevant reports, such as a summary of enacted legislation.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Bureau of Personnel Administration, 68 Mitchell Street SW, Suite 2107, Atlanta, GA. 30303-0306

Phone: (404) 330-6369

www.atlantaga.gov

FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS FOR THIS POSITION WILL BE FORWARDED TO THE LAW DEPARTMENT FOR EMPLOYMENT CONSIDERATION.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.

* Applicants may be asked to perform an on-site writing drill to assess written communication skills.

01/09/2006

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